

ROM II CLOSEOUT CHECKLIST

The following checklist is to aid in the closeout of the ROM II system. Perform a dayback before you begin. This checklist is broken down as follows:

PART A – INVENTORIES

- SECTION I – NON-EPOS (SNACK VENDING) OUTLETS
- SECTION II – NON-EPOS (CANNED VENDING MACHINE) OUTLETS
- SECTION III – COMMON NON-EPOS DISCREPANCIES
- SECTION IV – BULK STOREROOM
- SECTION V – COMMON ERRORS FOR BULK STOREROOM
- SECTION VI – EPOS OUTLETS
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PART B – END OF MONTH

- SECTION I – TRANSMITTAL
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- SECTION III – CASH SALES INVOICE

PART C – END OF ACCOUNTING PERIOD

- SECTION I – 153 CLOSEOUT
- SECTION II – SYSTEM CLOSEOUT

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PART A – INVENTORIES

SECTION I – NON-EPOS (SNACK VENDING) OUTLETS

Begin the closeout process in your Non-EPOS (Snack Vending) outlets. It's important to understand that 9700 (snack vending), 9500 (phone card machine), 9400 (hanger bay/pier sales) and any other Non-EPOS outlet created will appear on the Snack Vending Profitability Report.

1. Count each Non-EPOS (Snack Vending) machine and its associated storeroom (if any) separately and generate a breakback to the bulk storeroom. For example, count all candy machines and the candy machine storeroom and conduct a breakback to bulk, then count the phone card machine and the storeroom (if any) and conduct a breakback to bulk, etc. (Print non-confirmed breakback and obtain signatures)
2. Confirm the breakback (Print confirmed copy)
3. Ensure cash collections are made at time of outlet counts
4. Post monthly total of cash for each outlet
5. Repeat steps 1 – 4 for each Non-EPOS (Snack Vending) outlet (except canned vending, this is covered in Section II)
6. Review Snack Vending Profitability Report
 - a. Review the breakouts and breakback columns, the breakouts column should always be greater than the breakback column. If the breakback column is greater it could be an indication of either an item being broken out without paperwork or an incorrect breakback count.
 - b. Review cost prices, retail prices and profit percent for each item. Ensure profit percent for each item is within the guidelines as prescribed in NAVSUP Pub 487.
 - c. Review cash collections. Verify cash collection figure as reported in NAVSUP Form 469's against total as reported on Profitability Report. (The Snack Vending Profitability Report combines all Non-EPOS outlets (except Canned Vending Machines) for the entire accounting period.
 - d. Review overage/shortage. This is the overage/shortage as compared against cash collections and Sales at Retail.
 - e. Review actual gross profit percent. This is computed as Actual Gross Profit \$ (divided by) Sales at Retail.

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7. Review Back of 153 Report for Non-EPOS Activities only
 - a. The following columns are carried over from the Profitability Report:
 - (1) Sales at Cost
 - (2) Sales at Retail
 - (3) GP
 - (4) GP %
 - (5) Collections
 - (6) Over/Short

Note – To verify the Back of 153 Report, users must add the totals of the above columns of each Non-EPOS (Snack Vending) outlet and compare the total against the Non-EPOS (Snack Vending) Profitability Report

- b. The Over (short) Cost Basis column converts the over (short) dollar value (which is at retail) to a cost dollar value.
 - c. There should NEVER be a dollar value in the Inv over (short) column for any Non-EPOS outlet. If you have a dollar value for Non-EPOS outlets, contact your local fleet assistance team for guidance.
 - d. Review the net diff and % diff. The Net diff column is computed by adding the dollar amount in the over (short) column WITH the dollar amount in the Inv over (short) column. The % diff column is computed as follows: Net diff column (divided by) the Sales at Cost column. If the operation is excessive or disproportionate follow NAVSUP Pub-487 guidelines.

Note – Do not reverse the breakback of Non-EPOS stock at the end of the accounting period. Leave the Non-EPOS items in bulk until after the computer is closed out for the accounting period. Non-EPOS items that were broken back at the end of the accounting period to balance the operation will be the first breakouts in the new accounting period.

SECTION II – NON-EPOS (CANNED VENDING MACHINE) OUTLET

1. Count each canned vending machine and associated storeroom (i.e. soda machine and soda storeroom) and generate a breakback to the bulk storeroom. (Print non-confirmed breakback and obtain signatures)
2. Confirm the breakback (Print confirmed copy)
3. Ensure cash collections are made at time of outlet counts
4. Post monthly total of cash for each outlet

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5. Review Canned Vending Machine Profitability Report
 - a. Review the breakouts and breakback columns, the breakouts column should always be greater than the breakback column. If the breakback column is greater it could be an indication of either an item being broken out without paperwork or an incorrect breakback count.
 - b. Review cost prices, retail prices and profit percent for each item. Ensure profit percent for each item is within the guidelines as prescribed in NAVSUP Pub 487.
 - c. Review cash collections. Verify cash collection figure as reported in NAVSUP Form 469 against total reported on Profitability Report.
 - d. Review overage/shortage. This is the overage/shortage as compared against cash collections and Sales at Retail.
 - e. Review actual gross profit percent. This is computed as Actual Gross Profit \$ (divided by) Sales at Retail.
6. Review Back of 153 Report for Canned Vending Machine only
 - a. The following columns are carried over from the Profitability Report:
 - (1) Sales at Cost
 - (2) Sales at Retail
 - (3) GP
 - (4) GP %
 - (5) Collections
 - (6) Over/Short

Note – To verify the Back of 153 Report, users must compare the amounts in the above columns against the Canned Vending Profitability Report

- b. The Over (short) Cost Basis column converts the over (short) dollar value (which is at retail) to a cost dollar value.
- c. There should NEVER be a dollar value in the Inv over (short) column for the Non-EPOS Canned Vending Machine outlet. If you have a dollar value for Non-EPOS outlets, contact your local fleet assistance team for guidance.
- d. Review the net difference and percent difference. The Net diff column is computed by adding the dollar amount in the over (short) column WITH the dollar amount in the Inv over (short) column. The % diff column is computed as follows: Net diff column (divided by) the Sales at Cost column. If the operation is excessive or disproportionate follow NAVSUP Pub-487 guidelines.

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SECTION III – COMMON NON-EPOS DISCREPANCIES

1. Cash posting are incorrect. Verify cash reported on the Profitability Report against NAVSUP Form 469's.
2. Breakout / breakback procedures.
3. Incorrect cost/retail prices. Ensure items that convert are correct, ie the cost price for your soda is the can cost not the case cost or your cigarettes are at the pack cost not the carton cost.
4. Retail prices were changed during the accounting period. At present ROM II does not have the capability to capture different retail prices in a Non-EPOS outlet. Retail prices for items in Non-EPOS outlets must remain the same for the entire accounting period.

Note – Do not reverse the breakback of Non-EPOS stock at the end of the accounting period. Leave the Non-EPOS items in bulk until after the computer is closed out for the accounting period. Non-EPOS items that were broken back at the end of the accounting period to balance the operation will be the first breakouts in the new accounting period.

SECTION IV – BULK STOREROOM

1. Conduct Bulk Inventory
2. Create Bulk Inventory Count Sheets and import counts from PDT
3. Ensure all Non-EPOS counts are added to Bulk Inventory
4. Add any outstanding Credit Memorandums/Cash Refunds to Bulk Inventory
5. Print Discrepancy Report
6. Conduct recounts for items listed on Discrepancy Report and modify inventory counts as needed. NEVER do breakouts or breakback to try and make the Discrepancy List for bulk zero.
7. Prior to confirming the Bulk Inventory – perform a dayback*
*Dayback can be restored if errors are encountered
8. Confirm Bulk Inventory, Print Inventory Count Report and Discrepancy Report.
9. Review Back of 153 Report
 - a. Review Net Diff and % diff columns. There should never be any dollar figures in any column for Store 99 except for Net Diff and % diff. This figure is computed by adding all Gain/Loss by Inventory for the entire accounting period.

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- b. Add and/or subtract spot inventories done to correct receipts posted in error, from the Net Difference of the Bulk Storeroom. List the Inventory Control Numbers for the spot inventories to assist in auditing. Pen and ink change the Net diff column.
- c. If the operation is excessive or disproportionate follow NAVSUP Pub-487 guidelines.

SECTION V – COMMON ERRORS FOR BULK STOREROOM

- 1. Receipt errors.
- 2. Incorrect inventory (items counted wrong, Non-EPOS counts, outstanding Credit Memos/Cash Refunds not added to inventory or Discrepancy Report not verified.

SECTION VI – EPOS OUTLETS

- 1. View/Print Till Report and ensure all outstanding (open) tills are imported and reconciled.
- 2. Verify NAVSUP Form 469 against Cash Over/Short Report.
- 3. Conduct inventory.
- 4. Create EPOS Inventory Count Sheet and import counts from PDT.
- 5. Print Discrepancy Report.
- 6. Conduct recounts for items listed on Discrepancy Report and modify inventory counts as needed. NEVER do breakouts or breakback to try and make the Discrepancy List for any EPOS outlet zero.
- 7. Prior to confirming the EPOS Outlet Inventory –perform a dayback*
*Dayback can be restored if problems are encountered
- 8. Confirm EPOS Inventory, Print Inventory Count Report and Discrepancy Report
- 9. Review EPOS Profitability Report
 - a. Review cost prices, retail prices and profit percent for each item. The EPOS Profitability Report will capture each different sale at different retail price. These can represent sales conducted in the store for slow moving or holiday specials or price override at time of sale. Ensure profit percent for each item is within the guidelines as prescribed in NAVSUP Pub 487 (sale and holiday special items may not be within the guidelines).
 - b. Review cash collections. Verify cash collection figure as reported in NAVSUP Form 469 against total as reported on Profitability Report.

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- c. Review overage/shortage. This is the overage/shortage as compared against cash collections and Sales at Retail.
 - d. Review actual gross profit percent. This is computed as Actual Gross Profit \$ (divided by) Sales at Retail.
10. Review Back of 153 Report
- a. The following columns are carried over from the Profitability Report:
 - (1) Sales at Cost
 - (2) Sales at Retail
 - (3) GP
 - (4) GP%
 - (5) Collections
 - (6) Over/Short

Note – To verify the Back of 153 Report, users must compare the amounts in the above columns against the Retail (EPOS) Profitability Report

- b. The Over (short) Cost Basis column converts the over (short) dollar value (which is at retail) to a cost dollar value.
- c. Review the net diff and % diff. The Net diff column is computed by adding the dollar amount in the over (short) column WITH the dollar amount in the Inv over (short) column. The % diff column is computed as follows: Net diff column (divided by) Sales at Cost column. If the operation is excessive or disproportionate follow NAVSUP Pub-487 guidelines.

SECTION VII – COMMON ERRORS FOR EPOS OUTLETS

- 1. UPC Maintenance
- 2. Cash entered incorrectly during till reconciliation process
- 3. Breakout/Breakback procedures (do not try to correct breakout/breakback procedures errors. Any gain/loss will be offset from bulk inventory)

Note – Inventory Count Report totals from bulk and all EPOS outlets should match total of Stock Record Listing (B28 Report)

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PART B – END OF MONTH

SECTION I – TRANSMITTAL

1. Print and verify transmittal in accordance with NAVSUP Pub 487

SECTION II – AMUSEMENT MACHINE REMITTANCE

1. Verify collections for Amusement machines (if any) have been posted
 - a. Verify C04 Report total against NAVSUP Form 469.

SECTION III – CASH SALES INVOICE

1. Print and verify Cash Sales Invoice in accordance with NAVSUP Pub 487
 - a. Ensure there are no gaps in dates between any two 1149's
 - b. Verify NAVSUP Form 469's against NAVSUP Form 470 for deposits with disbursing
 - c. Verify NAVSUP Form 469's against C02 and C03 Report
 - d. Ensure all Rebates/Contributions are posted

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PART C – END OF ACCOUNTING PERIOD

Ensure Part A and Part B is completed prior to starting PART C.

SECTION I –153 CLOSEOUT

1. Ensure the following dollar values for the below line numbers have been entered (if applicable).
 - a. C05/C20 – Loans Received/Loans Paid
 - b. C06 – Grants
 - c. C13 – Laundry Claims/Service Charges
 - d. C18 – Equipment Purchases
 - e. C22 – Funds Transferred to MWR
2. Print or view the 153 to determine the dollar value of C24A – Liabilities Assumed.
3. Enter line C24A – Liabilities Assumed into ROM.
4. Assemble DFAS and Retained Returns.
5. Using TYCOM provided Audit Sheet, audit your returns.

SECTION II – SYSTEM CLOSEOUT

1. Perform dayback and sysback and label “End of Accounting Period”
2. Enter the ending date of the NEW accounting period under the “Closeout 153” function
3. IF this closeout is the End of the Fiscal Year, then click the “Start New Fiscal Year” then click Close Accounting Period, if this closeout is not the End of the Fiscal Year, only click Close Accounting Period.
4. Follow the on screen prompts
5. Upon completion, perform a dayback and sysback and label “Start of New Accounting Period”.

Note – You must wait until the day after you close out to enter new accounting period business in ROM II. When you closeout, the system will automatically use the current date as your end-of-accounting period and the next calendar day as the first day of the new accounting period.
